# **NEW LEASE**

## **BASE SERVICES TASK LIST**

The following task list includes the typical set of Leasing and Design services to be provided by GA Real Estate Services (RES) on a New Lease project and are included in the reimburseable Service Based Fee. This includes routine management, AAG and support services. Additional services may be requested or required on a negotiated basis or pursuant to the RES Fee Schedule (e.g., customized RFP and/or addenda). Major Travel Milestones are noted\*, but other travel may be required on a case by case basis.

Updated 3/27/09

#### A) Preparation

- 1 Review Space Request Program for adherence to Space Allocation Standards & assist/advise agency as needed
- 2 Space Request (SR) received and processed (ensure OFM has approved); OFM must review & approve all new SRs and the OFM Business & Facilities Summary; if SR is over 20,000 SF a life cycle cost analysis is also required (agency should coordinate with OFM on this analysis). OFM to provide project determination memo to agency and GA RES.
- 3 Internal review by Project Review Team
- 4 Specific project file opened, team assigned
- 5 Team review of existing lease and file history
- 6 Initial project team/client communication and development of plan of action

## B) Advertise for space

- 1 Prepare RFP/advertisement
- 2 Prepare project specific Construction Addendum and other details/requirement when warranted
- 3 Advertisement reviewed by client agency; discuss/explain & follow up as needed
- 4 Internal review by Project Review Team if needed
- 5 Finalize RFP & advertise for space

### C) Evaluation of Proposals & Site Selection

- 1 Review all proposals & contact proposers for clarification if needed
- 2 Identify & summarize responsive & non-responsive proposals
- 3 Internal review by Project Review Team
- 4 Notify responsive & non-responsive proposers
- **5** Set up site evaluation schedule
- 6 Prepare and distribute site evaluation packet to team (RES and Client Agency)
- 7 Conduct site evaluations tours and team evaluation
- \* Travel Milestone
- 8 Review results with Project Review Team
- 9 Select Apparent Successful Proposer (ASP)
- 10 Notify unsuccessful proposers
- 11 Prepare and distribute Letter of Notification to ASP include clarifications and/or pre-conditions if needed

### D) Negotiations & Letter of Intent

- 1 Negotiate with ASP if needed
- 2 Discuss negotiations with agency
- 3 Draft proposed Terms and Conditions
- 4 If proposed lease term is more than 5 years, obtain necessary approvals from GA Deputy Director (6-10 years), OFM (11-20 years) or Legislature (over 20 years)
- 5 Prepare Letter of Intent attach LSRs, sample lease and any other necessary exhibits
- 6 Letter of Intent to agency for acknowledgment; discuss/explain & follow up as needed
- 7 Letter of Intent to OFM for review and approval IF for space under development, lease over 10 years, rent expected to be over \$1 million/year, no initial project determination from OFM, or terms & conditions vary more than 10% from OFM's project determination; follow up as needed OFM to provide e-mail confirmation to GA
- 8 Letter of Intent signed by GA
- 9 Letter of Intent with exhibits to ASP for signature
- 10 Notification to RES architect to proceed with space planning/design

## E) Space Planning & Design

- 1 Receive, review & verify As-Built drawings from ASP
- 2 Assist agency in developing or develop preliminary plans from program (Schematic Dedsign)
- \* Travel Milestone
- 3 Prepare Design Development Drawings and Specifications (Lease Exhibit ).
- 4 Confirm BOMA measurements
- \* Travel Milestone
- 5 Review with client agency and get sign off from agency and RES
- 6 Signed off plans and specifications sent to APS for construction costing.
- 7 ASP conults with subs, etc. to develop costs and prepares Construction Bid Cost Breakdown
- 8 Architect reviews ASP's TI costs on Construction Bid Cost Breakdown Sheet
- 9 TI costs are negotiated as necessary
- 10 Final cost estimates reviewed and approved by ASP, GA and agency
- 11 Provide Authority to Proceed to ASP subject to execution of the Lease (optional)

## F) Lease Processing & Execution

- 1 Finalize negotiations if needed
- 2 If not already done during Letter of Intent phase, obtain approval for leases over 5 years (see D 4)
- 3 Lease to OFM for review and approval IF terms & conditions vary more than 10% from initial project determination from OFM, or any terms & conditions differ from LOI and/or LOI was not approved by OFM; follow up as needed OFM to provide e-mail confirmation to GA
- 4 Prepare Draft Lease and Exhibits
- 5 Legal review by RES AAG if necessary & make any revisions
- 6 Obtain agency approval of final draft lease; discuss/explain & follow up as needed
- 7 Send Lease and Exhibits to Lessor for signature
- 8 Lease executed by Lessor
- 9 Lease signed by RES Leasing Agent as recommended for approval
- 10 Lease executed by RES AAG and GA Leasing Manager
- 11 Record, log, distribute & file fully executed Lease
- 12 Enter into LIS as "pending"
- 13 Issue Notice to Proceed with Construction to lessor if needed

# G) Construction

- 1 Pre-construction meeting: discuss cost approval, change orders, lines of communications, schedule, etc.
  - Travel Milestone
- 2 Construction meetings as needed and progress inspections on site
- Travel Milestone
- 3 Submittal review and approval (e.g., casework)
- 4 Change order(s) review and approval (note: this is an additional service pursuant to the fee schedule)
- 5 Ongoing construction management and coordination
- **6** Punchlist inspections
- \* Travel Milestone
- 7 Final inspection
- Travel Milestone
- 8 Notification of Substantial Completion and authorization of tenant agency occupancy issued by RES architect
- 9 Final construction documents/certifications from lessor reviewed
- 10 Authority to Pay construction costs issued by RES architect

# H) Closing Prior Leased Space (if applicable)

- 1 Closeout notification of prior lease to agency & prior lessor as necessary
- 2 Final "walk-through" of prior lease site with conditions noted
  - Travel Milestone
- 3 Cancellation of prior lease
- 4 Deletion from LIS

## I) Final Closing

- 1 Lease amended if necessary
- 2 Leasing and Design sections closeout project file
- 3 Amend LIS to "active" upon lease commencement date